

LIBRARY DIRECTOR

General Summary

JOB OBJECTIVE:

Under broad policy guidance and direction from the Library Board, performs professional and administrative duties in planning, developing, implementing, and directing public library services for the Murray City Public Library. These duties include budget preparation, evaluation, personnel, collection development, community relations, and facility maintenance.

Essential Functions and Responsibilities

*— Administers board policies; make policy recommendations to board; provides staff support and information to board.

*— Prepares department budget for Library Board approval; monitors and approves expenditures as directed by the Library Board; administers gifts, state and federal monies.

*— Supervises department personnel directly or through subordinates; hires and trains employees; assigns and monitors work; evaluates personnel; disciplines employees as necessary.

*— Evaluates library services and makes recommendations for improvements; works with elected officials, school officials, and civic organizations to develop programs and resolve problems.

*— Administers maintenance of library facilities and equipment; works with architects and planners on facility development.

— Reviews and approves selection of all materials for purchase.

*— Participates in professional meetings, classes, conferences, and workshops, locally and nationally.

*— Participates in organizational management through the committee process.

— Reads professional materials to update and maintain knowledge and skills.

— Performs other related duties as assigned.

Additional Job Duties

This is a management position. Accountable for all activities, programs, and services of the department.

Knowledge, Skills, and Abilities

— Thorough knowledge of the theories, principles, and objectives of library science.

— Thorough knowledge of library organization theories.

— Thorough knowledge of current trends and developments in the library field.

— Knowledge of and experience with effective participative management techniques.

— Considerable knowledge of management principles and practices.

— Knowledge of supervision, training, and staff utilization principles.

— Thorough knowledge of library reference sources, print and online.

— Considerable knowledge of children's, young adult, and adult literature.

— Considerable knowledge of online automation.

— Considerable knowledge of cataloging and classification.

— Working knowledge of public relations procedures.

— Working knowledge of budgetary and accounting processes of the department.

— Ability to plan, organize, supervise, and evaluate the work of employees in diversified library activities.

— Broad experience in collection development and programming.

— Substantial skills related to the organization of people, processes, and tools in a public library setting.

— Superior human relations and communication skills.

— Ability to establish and maintain effective and harmonious working relationships with employees, other agencies, and the general public.

— Ability to communicate effectively, verbally and in writing.

— Ability to follow written and verbal communications.

— Ability to develop and carry out program services.

— Ability to digest and condense information and ideas.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

— While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

— The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to both print and electronic text.

Tools and Equipment Used

— Library computer system; personal computer, including world wide web search engines and the library's web site, word processing and database management software; calculator; copy and fax machine; phone; automobile.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

— Work is performed primarily in an office setting. The noise level in the work environment is generally quiet.

Education, Experience, and Training

Education and Experience

— Completion of a Master's Degree in Library science, and a minimum of five years of experience as a librarian in an increasingly responsible supervisory and/or administrative position; substantial experience in public services and dealing with the public; or an equivalent combination of education and experience which provides the required knowledge and abilities.

Special Requirements

— None

Brumley, Rebecca. *Neal-Schuman Directory of Public Library Job Descriptions*. New York: Neal-Schuman Publishers, 2005.